



U. S. ARMY GARRISON, FRANCONIA



"TEAM OF TEAMS"

COMMANDER'S POLICY

POLICY NUMBER: 14

DATE: 1 October 2005

SUBJECT: Overtime and Compensatory Time Earned Authorizations

1. REFERENCES:

- a. DOD FMR, Volume 8, Chapter 2, Overtime and Compensatory Time Earned Authorizations, dtd 20 Oct 04.
- b. 5 CFR 532.504 and 550.111.
- c. AE Reg. 690-58, Overtime Control Program Civilian Personnel (LN), dtd 20 Oct 04.

2. PURPOSE: This letter provides policy to be followed in determining the standard for which overtime and compensatory time will be authorized.

3. SCOPE: Policy covers all civilian personnel requests for overtime and compensatory time as well as the authorizations needed and time frame for submission.

4. EXEMPTIONS: None.

5. RESPONSIBILITIES: Provisions of the policy are to be observed and implemented by Garrison Commanders and Directorate Chiefs within the USAG, Franconia.

6. POLICY:

- a. Prudent use of overtime can be an effective management tool for urgent or emergency needs. Many overtime requirements can be reduced with better work and leave schedules. First managers should adjust current work schedules to provide better coverage during all hours of operations and substantially reduce the need to authorize overtime. However, IAW references 1a – 1c, overtime must be approved and validated in advance at the appropriate management level. Likewise, the USAG, Franconia Directorate of Resource Management (DRM) or Garrison DRM cells must certify that funds are available before the overtime is worked.

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b. The FY02 USAG, Franconia Resource Guidance provides approval authority for overtime to the Garrison Deputy Garrison Commanders (DGC), Garrison Commanders, USAG, Franconia Directors, USAG, Franconia DGC and USAG, Franconia Commander. However, the USAG, Franconia Commander or DGC will approve all overtime requests in excess of 19 hours per month equivalent (2 pay periods for US and 1 month for LN).

c. The following guidelines are established with regards to overtime and compensatory time:

(1) The Garrison Commander, Garrison DGC or USAG, Franconia Directors may approve overtime up to 19 hours once fund availability is obtained from the appropriate Garrison DRM cells or the USAG, Franconia DRM.

(2) The USAG, Franconia Commander or DGC may approve overtime in excess of 19 hours after being validated and recommended for approval by the Garrison Commander or USAG, Franconia Directors and fund availability is confirmed from the appropriate Garrison DRM cells or the USAG Franconia DRM.

(3) Commanders, DGCs and Directors may provide to the USAG, Franconia DRM or appropriate DRM cell a list of personnel who must perform on call duties after regular hours. A monthly request for LN overtime must also be accomplished through appropriate channels (to include works councils).

(4) Emergency overtime requirements that occur outside of the procedures prescribed in this policy will be approved telephonically as close to the time the requirement is identified as possible. The supporting paperwork will be submitted the next duty day.

(5) Garrison Commanders or DGCs are authorized to approve overtime in excess of established limits for firefighters and emergencies. Firefighter and emergency overtime must still go through the appropriate channels.

(6) In limited circumstances, at the request of an employee, Garrison Commanders may grant compensatory time off in lieu of payment of overtime to qualified employees. Compensatory time is subject to the same approval requirements as overtime. Earned but not taken compensatory time reverts to paid overtime after 26 pay periods for US and after 3 months for LN employees.

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d. Actual overtime requested and worked is available for review at the USAG, Franconia DRM office and at the appropriate Garrison DRM cells.

5. **PROPONENT:** The proponent for this policy memo is the USAG, Franconia DRM office, 351-1410.

6. This policy memo supersedes 98th ASG Policy memo 14, dtd 21 July 2004.

"Team of Teams!"

A handwritten signature in black ink, appearing to read "Russel D. Santala". The signature is fluid and cursive, with the first name "Russel" being more prominent than the last name "Santala".

RUSSEL D. SANTALA
Colonel, AD
Commanding